

STATE OF CALIFORNIA
RECORDS RETENTION SCHEDULE
APPROVAL REQUEST
STD. 72 (REV. 7-92)

12/11/96

Submit three copies with three copies of the
Records Retention Schedule, STD. 73.

TO: DEPARTMENT OF GENERAL SERVICES
OFFICE OF INFORMATION SERVICES
1500 5th Street, Room 116
Sacramento, CA 95814 (or IMS C-39)

(916) 445-2294 or CALNET 485-2294

NEW SCHEDULE INFORMATION (If applicable)	(5) SCHEDULE NUMBER 17000DCC	(6) SCHEDULE DATE October 1, 1996	(7) NUMBER OF PAGES 8	(8) CUBIC FEET (Total Schedule)
PREVIOUS SCHEDULE INFORMATION (If applicable)	(9) SCHEDULE NUMBER(S)	(10) APPROVAL DATE(S)	(11) APPROVAL DATE(S)	(12) PAGE NUMBER(S) REVISED

PART I -- AGENCY STATEMENTS

As the program manager (or person authorized to sign for the program manager) directly responsible for the records listed on the attached schedule, I certify that all records are listed, that I have reviewed the need for the records, (per Section 1611 of the State Administrative Manual) that each retention period is necessary and correct as scheduled, and (for a revised schedule) that all items on the previous schedule have been accounted for.

(13) SIGNATURE--MANAGER DIRECTLY RESPONSIBLE FOR THE RECORDS <i>Markus A. Brown</i>	(14) TITLE Collection Mgr	(15) DATE SIGNED 12/6/96
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In accordance with Government Code 14755, approval of the attached Records Retention Schedule by the Department of General Services is hereby requested. Retention periods have been established by this agency after a careful evaluation of all the factors listed in Section 1667 of the State Administrative Manual.

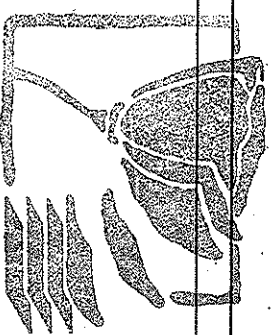
I hereby certify that I am authorized to act on behalf of the head of this agency in matters pertaining to the retention and disposal of records. (Per Section 1611 of the State Administrative Manual.)

(16) SIGNATURE--RECORDS MANAGEMENT ANALYST <i>Kristine Estes</i>	(17) TITLE Records Coordinator	(18) DATE SIGNED 12/11/96
(18) NAME (Printed or Typed) Kristine Estes	(19) TELEPHONE 323 4095	(20) DATE SIGNED 12/11/96
PART II -- DEPARTMENT OF GENERAL SERVICES APPROVAL (Per Government Code Section 14755)		
(21) SIGNATURE--OIS CONSULTANT <i>Fernanda M. Buttery</i>	(22) APPROVAL NUMBER 96-130	
(23) TITLE Records Management Consultant	(24) DATE SIGNED 12/31/96	
PART III -- ARCHIVAL SELECTION (Per Government Code Section 14755)		

THE ATTACHED RECORDS RETENTION SCHEDULE:

- ☐ Contains no material subject to further review by the California State Archives

- ☒ Contains material subject to archival review. Items stamped "Hold/Notify Archives" may not be destroyed without clearance by the Secretary of State. (Per Section 1614 of the State Administrative Manual.)



CALIFORNIA
STATE ARCHIVES

(25) SIGNATURE--CHIEF OF ARCHIVES
John F. Brown

(26) DATE SIGNED
JAN. 13 1997

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

See instructions on reverse
and in SAM 1600

DEPARTMENT (1) Corrections	SCHEDULE NUMBER (2) 17000CC	DATE (3) October 1, 1996
ORGANIZATIONAL UNIT FAC: Conservation Camps	Page 1 of 8 Pages (4)	
ADDRESS (number, street, city) North, Central and Southern California	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 96-130	

ITEM NUMBER (Triple between (6)	CUBIC FEET (space items) (7)	CALIFORNIA STATE ARCHIVES USE ONLY (8)	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items) (9)	M e d i a (10)	V i t a l (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
INS			<u>Conservation Camps</u> This Records Retention Schedule (RRS) defines the retention, disclosure and destruction requirement for all Conservation Camp records.								<u>Retention:</u> Columns 12 through 16 are clarified in Column 17, Remarks. Media (Column 10): P=Paper, X=Mixed (cassettes, videos, etc.). Vital Records (Column 11): Critical to perform Department's basic functions (e.g., Inmate/Parolee Central File and Records) after a disaster. Department storage (Local Archives) can be used in place of State Records Center (SRC) for non-local offices or institutions. <u>Disclosure Restrictions:</u> (Column 16) X: Exempt from public review per the Public Records Act, Government Code Section 6254. XI: Subject individual may have the right to review per the Information Practices Act, Civil Code Section 1798.24, unless exempt under Section 1798.40.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

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DEPARTMENT (1) Corrections	SCHEDULE NUMBER (2) 17000CC	DATE (3) October 1, 1996
ORGANIZATIONAL UNIT FAC: Conservation Camps	Page 2 of 8 Pages (4)	
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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
											<u>Destruction:</u> Nonconfidential: recycle. Confidential or exempt (Column 16): shred. Historical (Column 8): Transfer to the State Archives. Do not destroy.
0010			Accounting								
0010A			. Bills (e.g., telephone, etc.)	P		1Y	2Y		3Y		Retain for three years (one year in the office, two years in the Local Archives)
0010B			. Disbursement Vouchers and Petty Cash Inventory Sheets	P		1Y	2Y		3Y		Retain for three years (one year in the office, two years in the Local Archives)
0010C			. Meal Ticket Sales	P		2Y			2Y		Retain for two years (office).
0010D			. Payroll Summaries (Staff and Inmate)	P		1Y	2Y		3Y		Retain for three years (one year in the office, two years in the Local Archives)
0020			Administrative Records: Copies of general administrative records such as correspondence, supervisor employee files, budgets, procurement, reports, etc..	P		*	*	*	*		* Retain per RRS 16000.

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
0030			Attendance								
0030A			Fair Labor Standard Act (FLSA) shift sign in sheets.	P		1Y			1Y		Retain one year (office). Original record is retained in the Institution Personnel Office.
0030B			Staff Time keeping	P		1Y	2Y		3Y	XI	Retain for three years (one year in the office, two years in the Local Archives)
0030C			Vacation Schedule	P		1Y			1Y		Retain one year (office).
0040			Canteen Program Records the purchase and balance of money remaining in the inmate's canteen account, inventory and reports. All cash is retained at the Institution.)	P		1Y	2Y		3Y	XI	Retain for three years (one year in the office, two years in the Local Archives)
0050			Contract Includes records such as Contract Delegations, Standard Agreements, Term Bids, etc..	P		2Y			2Y		Retain two years (office). Original documents are retained in the Institution Business Services Office.
0060		Local / State Archives	Correspondence and Camp Information Includes routine camp correspondence, administrative bulletins, procedures, etc.	P		3Y			3Y		Retain three years (office).
0070			Fire Incident Package Includes the total records of the fire incident (e.g., employee and inmate work hours, fire pay, employee overtime pay (FC33), Emergency Time Reports (FC77) meals, etc.).	P		2Y	3Y		5Y		Retain five years (two years in the office, three years in the Local Archives).

RECORDS RETENTION SCHEDULE

STD. 73 (REV. 5-92)

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DEPARTMENT (1) Corrections	SCHEDULE NUMBER (2) 17000CC	DATE (3) October 1, 1996
ORGANIZATIONAL UNIT FAC: Conservation Camps		Page 4 of 8 Pages (4)
ADDRESS (number, street, city) North, Central and Southern California		DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 96-130

ITEM NUMBER	CUBIC FEET	CALIFORNIA STATE ARCHIVES USE ONLY	TITLE AND DESCRIPTION OF RECORDS (Triple-space between items)	M e d i a l (10)	V i t a l (11)	RETENTION				PRA (Exempt) & IPA (16)	REMARKS (17)
(6)	(7)	(8)	(9)			OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
0080			Food Services Includes records such as Meal Sample Reports, Monthly Food Reports, Food Book summarizing all menu planning and preparation, weekly menus, and Freezer/ Refrigerator Temperature Log, etc..	P		1Y	2Y		3Y		Retain for three years (one year in the office, two years in the Local Archives)
0090			Inmate								
0090A			Cumulative File (e.g., ASC or AWC File) Duplicate inmate file retained while the inmate is the camp. The original is filed in the Inmate Central File retained at the Institution.	P		A			A	XI	Retain as active until the inmate transfers or discharges from the correctional system, then forward to the appropriate Institution or Parole Regional Case Records Office.
0090B			Daily Crew Roster Initial record of inmate work hours transferred to the inmate time sheet.	P		1Y	2Y		3Y		Retain for three years (one year in the office, two years in the Local Archives)
0090C			Property Card: Inmate real property list (usually kept on 3"x5" dummy cards).	P		A			A		Retain as active until the inmate leaves camp, then forward in the Inmate Cumulative file.
0090D			Property Cards, CDC 143 Records all inmates and property received and shipped out for the inmate. (The original is retained in the Institutions Receiving and Release.	P		A+1Y	2Y		A+3Y		Retain as active in the office until the inmate transfers or leave the correctional system, then retain three years (one year in the office, two years in the Local Archives).

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STD. 73 (REV. 5-92)

See instructions on reverse
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DEPARTMENT (1) Corrections	SCHEDULE NUMBER (2) 17000CC	DATE (3) October 1, 1996
ORGANIZATIONAL UNIT FAC: Conservation Camps	Page 5 of 8 Pages (4)	
ADDRESS (number, street, city) North, Central and Southern California	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 96-130	

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
0090E			Time Sheets, CDC 1697 Copy of the inmate work time. Original is filed in the Inmate Central File retained at the Institution.	P		1M			1M	XI	Retain in the office one month, then then forward to the Institution Case Records Office.
0100			Inspections Includes inspections such as Camp, Fire Drills, Family Visiting Reports, Kitchen, Manager Audits, etc..	P		3Y			3Y		Retain three years (office).
0110			Inventories Includes inventories such as Canteen, Restraint Gear Locker, Weapons, etc.	P		3Y			3Y		Retain three years (office).
0120			Logs:								
0120A			Administrative: UPS, FAX, etc.	P		1Y			1Y		Retain one year (office).
0120B			Disciplinary - CDC 115	P		3Y	4Y		7Y	XI	Retain seven years (three years in the office, four years in the Local Archives).
0120C			Inmate Activity Log (Red Book)	P		3Y	4Y		7Y	X	Retain seven years (three years in the office, four years in the Local Archives).
0120D			Inmate Key	P		A+3Y			A+3Y		Retain as active until the key has been returned from the inmate (hourly/daily basis), then retain three years (office).

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STD. 73 (REV. 5-92)

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DEPARTMENT (1) Corrections	SCHEDULE NUMBER (2) 17000CC	DATE (3) October 1, 1996
ORGANIZATIONAL UNIT FAC: Conservation Camps	Page 6 of 8 Pages (4)	
ADDRESS (number, street, city) North, Central and Southern California	DEPARTMENT OF GENERAL SERVICES APPROVAL NUMBER (5) 96-130	

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
0120E			. Inmate Visitor	P		3Y	4Y		7Y		Retain seven years (three years in the office, four years in the Local Archives).
0120F			. Money Order	P		2Y			2Y		Retain two years (office).
0120G			. Quarterly Package	P		3Y			3Y		Retain three years (office).
0120H			. Staff Key	P		A+1Y			A+1Y		Retain as active until the key has been returned, then retain one year (office).
0120I			. Vehicle Location	P		3Y			3Y		Retain three years (office).
0130			Maintenance and Repair								
0130A			. Plumbing repairs and schematics	P		A+2Y	3Y		5Y		Retain as active until completed, then retain five years (two years in the office, three years in the Local Archives).
0130B			. Remodel Project - Program Guide II	P		A+2Y	3Y		5Y		Retain as active until completed, then retain five years (two years in the office, three years in the Local Archives).
0130C			. Work Orders and Log Book	P		A+3Y			A+3Y		Retain as active until completed, then retain three years (office).

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0140			Material Safety Data Sheets (MSDS) Includes data (component, antidote, storage, treatment, etc.) pertaining to all toxic materials used at the camp.	P		A+1Y	2Y		A+3Y		Retain as active until the material substance is no longer used and all stock is gone, then retain three years (one year in the office, two years in the Local Archives).
0150			Procurement Includes duplicate camp purchase documents (STD. 65). The original documents are retained at the Institution Procurement Office.	P		3Y			3Y		Retain as active until completed, then retain three years (office).
0160			Project Requests (FC33) Requests for routine work projects.	P		3Y			3Y		Retain as active until completed, then retain three years (office).
0170			Registers Duplicate camp register (GA 134) or camp activity summaries. The original is retained at the Institution Camp Office.	P		3Y			3Y		Retain as active until completed, then retain three years (office).
0180			Reports Includes records such as Clothing, Community Resources, Ethnic Crew Roster, Fire Activity, Quarterly Injury/Illness Reports, , etc.	P		3Y			3Y		Retain as active until completed, then retain three years (office).
0190			Security Processes								
0190A			Daily Security Check Sheet	P		2Y			2Y		Retain as active until completed, then retain two years (office).

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						OFFICE (12)	DEPT. (13)	SRC (14)	TOTAL (15)		
0190B			. Inmate Locker Search	P		2Y			2Y		Retain as active until completed, then retain two years (office).
0190C			. Inmate Orientation Check-off Sheets	P		3Y			3Y		Retain as active until completed, then retain three years (office).
0200			Vehicles Includes vehicle maintenance and mileage records (STD. 273).	P		3Y			3Y		Retain as active until completed, then retain three years (office).
0210			Worker's Compensation								
0210A			. Injury Illness Prevention Program	P		3Y			3Y		Retain as active until completed, then retain three years (office).
0210B			. State Compensation Insurance Fund Forms required for each employee work injury (e.g., SCIF 3301 and SCIF 3067).	P		3Y			3Y		Retain as active until completed, then retain three years (office).